

DDA 37-0946  
1 May 1987

MEMORANDUM FOR: Acting Director of Central Intelligence

FROM: William F. Donnelly  
Deputy Director for Administration

SUBJECT: Weekly Report for Period Ending 1 May 1987

1. Personnel from the Offices of Security (OS), Logistics (OL), and Medical Services did an outstanding job planning for the 27 April demonstration and ensuring that Agency employees could get to work safely with minimum disruptions. Coordination and cooperation with local and federal police forces were excellent. The relevant Offices held a post mortem of the exercise and identified lessons learned to improve our ability to respond to such situations in the future.

25X1

4. A total of [ ] Agency employees attended the series of 12 seminars that the Office of Training and Education (OTE) sponsored in the Headquarters Auditorium during Professional Secretaries Week. The overall figure included 665 secretaries, who will receive elective credit for the seminars they attended.

25X1

5. OTE is currently conducting a Farsi total immersion program at the [ ] The program has a heavy operational focus with a number of exercises based on actual cases.

25X1

6. Twelve senior Agency officers are attending the North Carolina Outward Bound School as part of the Executive Development Electives Program. This is the first Agency-wide running conducted at the North Carolina school.

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7. The Office of Personnel (OP) hosted its largest Placement Directors' Seminar this week with 38 attendees from across the country. They learned about the Agency and how they could assist us in meeting our recruitment needs. We learned that major employers are depending increasingly on student cooperative programs as a recruitment tool.

25X1 8. The new OP Applicant Processing Center successfully began operations this past month. The Center provides bus transportation for applicants between hotel and appointments, schedules bring-back polygraphs for the following day, provides a cash disbursement center [redacted], and supplies a catered brown bag lunch to each applicant. We anticipate that this streamlined process, combined with other steps being taken to manage our processing system more closely, will eliminate some delays and expedite applicant processing.

25X1 [redacted]

10. The Office of Finance implemented employee THRIFT deductions in the pay period beginning 12 April, which will be reflected in the 7 May earnings and leave statements.

11. The Office of Information Technology (OIT) has published the first issue of OIT Directions. The new quarterly publication is intended to inform OIT customers about new information technology developments that are underway or in the planning stages.

25X1 [redacted]  
*for* William F. Donnelly

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